



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

EXEMPT FROM THE HIRING FREEZE

OFFICE TECHNICIAN (TYPING)

\$2,510 - \$3,050

LEGISLATIVE OFFICE

SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Assistant Director, (Staff Services Manager II), Legislative Office, the Office Technician provides staff assistance and secretarial support to the Legislative Office. The incumbent performs a wide variety of the more difficult clerical duties using a high degree of initiative, independence and originality in performing assigned tasks. Duties include but are not limited to the following: independently prepares, revises, and drafts letters, reports, and various spreadsheets; opens, reviews, and distributes incoming mail; makes travel arrangements; review, process, and file a variety of legislative documents; create and maintain master legislative bill files; input attendance timely and accurately in the Human Resources Information System (HRIS). The incumbent will also serve as back-up receptionist to the Executive Office.

DESIRABLE QUALIFICATIONS:

- Ability to perform highly detailed work and handle multiple priorities in a fast-paced environment.
- Ability to follow oral and written instructions, and communicate effectively orally and in writing.
- Ability to establish good working relationships with departmental employees at all levels.
- Ability to work independently as well as a team member.
- Excellent verbal and written communication skills.
- Expertise and knowledge of various computer applications, such as Microsoft Word, Excel and Access.

WHO MAY APPLY: Applications will be accepted from current California Department of Insurance employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.** Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, transfer, reinstatement, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance – Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate “Office Technician (T) #413-115-1139-001” on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: JUNE 28, 2004, OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit an application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

6/16/2004 TC

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
